

**To:** Ostendorf, Jody[jostendorf.jody@epa.gov]  
**Cc:** Rothery, Deirdre[Rothery.Deirdre@epa.gov]; Morales, Monica[Morales.Monica@epa.gov]; Smith, Claudia[Smith.Claudia@epa.gov]; Wortman, Eric[Wortman.Eric@epa.gov]  
**From:** Adams, Darryl  
**Sent:** Tue 2/9/2016 12:54:33 PM  
**Subject:** RE: U&O FIP - Process Clarification for OAR Review

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>>>  
Hi Jody,

Yes, after AA it goes through the OAR front office to OP. Once OP approves, I send it (upload) to OMB. OP doesn't require an Office Director cover note, it's OAR specific. The OMB transmittal memo is also OAR specific. You can include the memo in the package for materials for OMB to OP but we don't send to OMB. As long as the information is "covered" elsewhere in the rulemaking itself, that's what's important. The Admin./Cabinet report is also OAR specific, not involving OP. For OMB submittals, I only need electronic copies. OEX is Office of Executive corresponds which is the office that processes documents for Administrator signature (once OP approves). CMS is the electronic system that documents are loaded into for OEX. It's internal for tracking administrator signed packages. OAR's front office should take care of it. Thanks for the questions.

Darryl

**From:** Ostendorf, Jody  
**Sent:** Monday, February 08, 2016 5:23 PM  
**To:** Adams, Darryl  
**Cc:** Rothery, Deirdre ; Morales, Monica ; Smith, Claudia  
**Subject:** U&O FIP - Process Clarification for OAR Review

Hi Darryl,

We are currently responding to comments from Debbie Jordon and Joe Goffman, prior to the AA's official review. We have been doing concurrent reviews with the OAR IO, while OGC and OAQPS have been reviewing the rule. I have reviewed the attached Quick Tips for OAR Actions and drafted an Action Memo based on the attached template. The Action Memo is being reviewed in the Region.

We briefed OMB on Jan. 28<sup>th</sup>. I am not clear on the order of review: After AA, does it go to OP and then OP sends it to OMB?

The Quick Tips document references a few things I've never heard of, and I wonder if you could share examples/templates:

∇ Office Director cover note (or "post-it"): shares important information in a brief format for Janet; should complement the action memo, not replace it.

∇ Transmittal memo to OMB: Please keep under one page and include internal development

information and request for OMB submittal.

∀ Administrator's Report and Cabinet Report: not clear if we are responsible for those?

Also, the Quick Tips document mentions emailing the documents, and also printing. Do we send in a physical package in addition to the electronic documents? I don't know what the acronyms OEX and CMS mean, please advise.

Thank you!

Jody

Jody Ostendorf

State Implementation Plan Program Manager

Uinta Basin Project Coordinator

Air Quality Planning Unit (8P-AR)

1595 Wynkoop Street

Denver, CO 80202-1129

303.312.7814

**From:** Wortman, Eric

**Sent:** Friday, February 05, 2016 2:14 PM

**To:** Air Program Managers - Regions <[Air\\_Program\\_Managers\\_Regions@epa.gov](mailto:Air_Program_Managers_Regions@epa.gov)>; Aburano, Douglas <[aburano.douglas@epa.gov](mailto:aburano.douglas@epa.gov)>; Adams, Elizabeth <[Adams.Elizabeth@epa.gov](mailto:Adams.Elizabeth@epa.gov)>; Algae-Eakin, Amy <[Algae-Eakin.Amy@epa.gov](mailto:Algae-Eakin.Amy@epa.gov)>; Arnold, Anne <[Arnold.Anne@epa.gov](mailto:Arnold.Anne@epa.gov)>; Arnold, David <[arnold.david@epa.gov](mailto:arnold.david@epa.gov)>; BANDROWSKI, MIKE <[Bandrowski.Mike@epa.gov](mailto:Bandrowski.Mike@epa.gov)>; Benjamin, Lynorae <[benjamin.lynorae@epa.gov](mailto:benjamin.lynorae@epa.gov)>; Blakley, Pamela <[blakley.pamela@epa.gov](mailto:blakley.pamela@epa.gov)>; Bray, Dave <[Bray.Dave@epa.gov](mailto:Bray.Dave@epa.gov)>; Campbell, Dave <[campbell.dave@epa.gov](mailto:campbell.dave@epa.gov)>; Ceron, Heather <[Ceron.Heather@epa.gov](mailto:Ceron.Heather@epa.gov)>; Compher, Michael <[compher.michael@epa.gov](mailto:compher.michael@epa.gov)>; Conroy, David <[Conroy.Dave@epa.gov](mailto:Conroy.Dave@epa.gov)>; Cooke, Donald <[cooke.donald@epa.gov](mailto:cooke.donald@epa.gov)>; Damico, Genevieve <[damico.genevieve@epa.gov](mailto:damico.genevieve@epa.gov)>; Davis, Scott <[Davis.ScottR@epa.gov](mailto:Davis.ScottR@epa.gov)>; Debonis, Michael <[Debonis.Michael@epa.gov](mailto:Debonis.Michael@epa.gov)>; Donaldson, Guy <[Donaldson.Guy@epa.gov](mailto:Donaldson.Guy@epa.gov)>; Dossett, Donald <[Dossett.Donald@epa.gov](mailto:Dossett.Donald@epa.gov)>; Downey, Scott <[Downey.Scott@epa.gov](mailto:Downey.Scott@epa.gov)>; Elleman, Robert <[Elleman.Robert@epa.gov](mailto:Elleman.Robert@epa.gov)>; Febbo, carol <[febbo.carol@epa.gov](mailto:febbo.carol@epa.gov)>; Fernandez, Cristina <[Fernandez.Cristina@epa.gov](mailto:Fernandez.Cristina@epa.gov)>; Fradkin, Kenneth <[Fradkin.Kenneth@epa.gov](mailto:Fradkin.Kenneth@epa.gov)>; Giardina, Paul <[Giardina.Paul@epa.gov](mailto:Giardina.Paul@epa.gov)>; Greene, Cynthia <[Greene.Cynthia@epa.gov](mailto:Greene.Cynthia@epa.gov)>; Hall, Kristen <[hall.kristen@epa.gov](mailto:hall.kristen@epa.gov)>; Hass, Andrew <[hass.andrew@epa.gov](mailto:hass.andrew@epa.gov)>; Huey, Joel <[Huey.Joel@epa.gov](mailto:Huey.Joel@epa.gov)>; Jackson, Scott <[Jackson.Scott@epa.gov](mailto:Jackson.Scott@epa.gov)>; Jay, Michael <[Jay.Michael@epa.gov](mailto:Jay.Michael@epa.gov)>; Judge, Robert <[Judge.Robert@epa.gov](mailto:Judge.Robert@epa.gov)>; Kipp, Katrina <[kipp.katrina@epa.gov](mailto:kipp.katrina@epa.gov)>; Lakeman, Sean

<[Lakeman.Sean@epa.gov](mailto:Lakeman.Sean@epa.gov)>; Lakin, Matt <[Lakin.Matthew@epa.gov](mailto:Lakin.Matthew@epa.gov)>; Lehrman, Loretta <[lehrman.loretta@epa.gov](mailto:lehrman.loretta@epa.gov)>; Lo, Doris <[Lo.Doris@epa.gov](mailto:Lo.Doris@epa.gov)>; Loutan, Reema <[Loutan.Reema@epa.gov](mailto:Loutan.Reema@epa.gov)>; Machol, Ben <[Machol.Ben@epa.gov](mailto:Machol.Ben@epa.gov)>; Mangels, Karl <[Mangels.Karl@epa.gov](mailto:Mangels.Karl@epa.gov)>; Martinez, Sheila <[Martinez.Sheila@epa.gov](mailto:Martinez.Sheila@epa.gov)>; Mastro, Donna <[Mastro.Donna@epa.gov](mailto:Mastro.Donna@epa.gov)>; McConnell, Robert <[mcconnell.robert@epa.gov](mailto:mcconnell.robert@epa.gov)>; McDonnell, Ida <[McDonnell.Ida@epa.gov](mailto:McDonnell.Ida@epa.gov)>; McWilliams, Anne K. <[mcwilliams.anne@epa.gov](mailto:mcwilliams.anne@epa.gov)>; Mitchell, Ken <[Mitchell.Ken@epa.gov](mailto:Mitchell.Ken@epa.gov)>; Mooney, John <[Mooney.John@epa.gov](mailto:Mooney.John@epa.gov)>; Morales, Monica <[Morales.Monica@epa.gov](mailto:Morales.Monica@epa.gov)>; Nazmi, Niloufar <[Nazmi.Niloufar@epa.gov](mailto:Nazmi.Niloufar@epa.gov)>; Nelson, Diane <[nelson.diane@epa.gov](mailto:nelson.diane@epa.gov)>; Perry, Stuart <[Perry.Stuart@epa.gov](mailto:Perry.Stuart@epa.gov)>; powers, marilyn <[powers.marilyn@epa.gov](mailto:powers.marilyn@epa.gov)>; Rios, Gerardo <[Rios.Gerardo@epa.gov](mailto:Rios.Gerardo@epa.gov)>; Riva, Steven <[Riva.Steven@epa.gov](mailto:Riva.Steven@epa.gov)>; Robinson, Jeffrey <[Robinson.Jeffrey@epa.gov](mailto:Robinson.Jeffrey@epa.gov)>; Root, Kathleen <[Root.Kathleen@epa.gov](mailto:Root.Kathleen@epa.gov)>; Rose, Keith <[Rose.Keith@epa.gov](mailto:Rose.Keith@epa.gov)>; Rothery, Deirdre <[Rothery.Deirdre@epa.gov](mailto:Rothery.Deirdre@epa.gov)>; Ruvo, Richard <[Ruvo.Richard@epa.gov](mailto:Ruvo.Richard@epa.gov)>; Stanton, Marya <[Stanton.Marya@epa.gov](mailto:Stanton.Marya@epa.gov)>; Steckel, Andrew <[Steckel.Andrew@epa.gov](mailto:Steckel.Andrew@epa.gov)>; Steib, Clovis <[steib.clovis@epa.gov](mailto:steib.clovis@epa.gov)>; Suzuki, Debra <[Suzuki.Debra@epa.gov](mailto:Suzuki.Debra@epa.gov)>; Talley, David <[Talley.David@epa.gov](mailto:Talley.David@epa.gov)>; Tyson, MaryPat <[tyson.marypat@epa.gov](mailto:tyson.marypat@epa.gov)>; Vaupel, Claudia <[Vaupel.Claudia@epa.gov](mailto:Vaupel.Claudia@epa.gov)>; wentworth, ellen <[wentworth.ellen@epa.gov](mailto:wentworth.ellen@epa.gov)>; Wiley, Adina <[Wiley.Adina@epa.gov](mailto:Wiley.Adina@epa.gov)>; Wilson, Wenona <[Wilson.Wenona@epa.gov](mailto:Wilson.Wenona@epa.gov)>; Worley, Gregg <[Worley.Gregg@epa.gov](mailto:Worley.Gregg@epa.gov)>; Wortman, Eric <[Wortman.Eric@epa.gov](mailto:Wortman.Eric@epa.gov)>; Young, Carl <[young.carl@epa.gov](mailto:young.carl@epa.gov)>

**Cc:** Cyran, Carissa <[Cyran.Carissa@epa.gov](mailto:Cyran.Carissa@epa.gov)>; McCoy, Britney <[McCoy.Britney@epa.gov](mailto:McCoy.Britney@epa.gov)>; Adams, Darryl <[Adams.Darryl@epa.gov](mailto:Adams.Darryl@epa.gov)>; Panos, Christos <[Panos.Christos@epa.gov](mailto:Panos.Christos@epa.gov)>; Nazmi, Niloufar <[Nazmi.Niloufar@epa.gov](mailto:Nazmi.Niloufar@epa.gov)>; Stewart, Lori <[Stewart.Lori@epa.gov](mailto:Stewart.Lori@epa.gov)>

**Subject:** Regional Actions for AA or Administrator Signature - Process Clarification for OAR Review

APMs & former Reg Tracker contacts,

I'd like to clarify the tracking process for regional actions that require headquarters review and signature at the AA or Administrator level. In an effort to streamline the process, we eliminated the use of the regional reg tracker last fall and I also wanted to inform you that we are discontinuing the use of SCOUT. ADP Tracker is the now the primary tracking system for upcoming actions that require AA or Administrator signature. Please review the information below and ensure that your region is following the appropriate guidelines for any upcoming regional actions that will require AA or Administrator signature.

∀ All actions that require AA or Administrator review and signature need to be entered into ADP Tracker, a lotus-notes database. Although the Office of Policy (OP) can enter actions into ADP Tracker for you, it is recommended that each region have a couple people with access to ADP Tracker. Here is the link to the ADP Tracker database: [ADP TRACKER](#). Darryl Adams in the Office of Policy (OP) can assist with entering information into ADP Tracker. Regions should contact Darryl after a draft action has been entered into ADP Tracker and he will approve the entry.

∀ In addition to working with Darryl Adams in OP, regions need to coordinate package reviews with the OAR Immediate Office (IO). Typically, the OAR IO requires a 2 week timeframe for

review and then will help coordinate a 2 week review with OP. OAR prefers to have an advance copy of the action prior to the formal package submittal for Debbie Jordan or Joe Goffman to review before the AA's official review, which typically occurs 2 months out from signature date. Note that it is also possible to do concurrent reviews with the OAR IO while OGC and/or OAQPS is reviewing the package. The current OAR IO contact for tracking rule packages is Carissa Cyran. I would also include Lori Stewart (Janet's Chief of Staff) on any correspondence and Kristien Knapp (Administrators assistant that helps tracks OAR rule packages for Administrator signature).

∇ Attached is a "Quick Tips" document with more information, as well as a current template for the Action Memo. Please use this document as a guide when writing action memos in preparation for signature.

The main goal here is to keep headquarters in the loop on upcoming regional actions for planning purposes, especially if an expedited review or a court ordered deadline is required. Please let myself, Carissa Cyran, or Darryl Adams know if you have any questions.

Eric

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Eric Wortman | OAR Lead Region Coordinator

U.S. Environmental Protection Agency – Region 8

1595 Wynkoop Street (8P-AR), Denver, Colorado 80202

Telephone: (303) 312-6649 Email: [wortman.eric@epa.gov](mailto:wortman.eric@epa.gov)

[OAR Lead Region SharePoint Site](#)